

**DEPARTMENT OF THE TREASURY - BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
CATERING LOCATIONS**

(Attachment to Amended ATF F 5630.5 prepared by retail liquor dealer operating as caterer)

**INSTRUCTIONS**

1. Prepare in duplicate and attach both copies to amended ATF F 5630.5.
2. File amended ATF F 5630.5 and attachments with the regional director (compliance), within 30 days of the earliest date of change shown on the list below.
3. The regional director (compliance) will endorse and send you the duplicate copy of the list. When you receive the endorsed copy, attach it to the special tax stamp to which it relates.

OR

**OPTIONAL INSTRUCTIONS**

1. In lieu of submitting ATF F 5100.29 and amended ATF F 5630.5, you may maintain alternate records that are similar in content to ATF F 5100.29 at your principle place of business.
2. Such alternate records must contain the address, date, and hours liquor sales are made at other than your principle place of business.

DO NOT FORWARD YOUR SPECIAL TAX STAMP

1. EMPLOYER IDENTIFICATION  
NUMBER

2. CATERER'S NAME AND PRINCIPLE PLACE OF BUSINESS (SHOW COMPLETE ADDRESS)

DATE	HOUR	NAME AND ADDRESS OF PLACE CATERED

ENDORSEMENT OF  
REGIONAL DIRECTOR  
(COMPLIANCE)**CATERER'S STATEMENT**

Under Penalties of perjury, I declare that these statements are true and correct to the best of my knowledge and belief.

Signature

Title

Date

**PAPERWORK REDUCTION ACT NOTICE**

This request is in accordance with the Paperwork Reduction Act of 1980. This form documents locations and times where special occupational tax has been incurred by a caterer as a retail liquor or beer dealer. The information is examined by ATF to insure correct payment of a tax. The information is mandatory by statute (26 U.S.C. 5143).

The estimated average burden associated with this collection is .5 hours per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Reports Management Officer, Information Programs Branch, Room 7011, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226, or the Office of Management and Budget, Paperwork Reduction Project (1512-0177), Washington, D.C. 20503.